

Brac University (BracU)
Job Description

Job Title: Director of Research

Position Purpose

The role of Director of Research is responsible for overseeing all aspects of a University's research and research related efforts. The role often requires developing long-term strategies for the organization, as well as ensuring that these plans are executed effectively.

He/she is expected to actively perform in developing and implementing University's research and development policies, objectives, and initiatives. Ensures research and development activities will maintain University's competitive position and profitability. Being a Research and Director consults with top management and research team and makes recommendations based on research findings.

The Research Director must be adept at research and analysis and possess excellent writing, editing and oral communication skills. He/she must be organized, a problem solver, self-directed, and demonstrate leadership and initiative, while at the same time being a committed team player.

Organizational Relationships

Position Type: 2 Years Employment Contract

Reporting to: Vice President Research

Staff Responsible to you: Departmental Staff

Hours of Work: Hours required to do the job. May be required to work days, evenings, weekends and public holidays.

Functional Relationships:

1. Internal Contacts: Deans and Academic Colleagues within the University structure.
 2. External Contact: Bangladeshi Universities, Industrial Sectors, External Research Community, Policy Makers etc.
-

1. KEY ACCOUNTABILITIES

1.1 Specific Duties & Responsibilities

- 1.1.1 Supports of research management activities targeting Bangladesh: UGC 4IR Innovation Hub, ADB/MOF industry-university consortia in Emerging Advanced Manufacturing and Telehealth, open Research Day, open Research Workshops, open IRB community; along with intra-BRACU research initiatives
- 1.1.2 Promotes and facilitate leading-edge research, including collaborative and interdisciplinary research in areas related to the goals of the university
- 1.1.3 Builds and provide sufficient support for a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students
- 1.1.4 Develops data collection policies and practices and monitors uniform data collection compliance and quality across organizations

Brac University (BracU)
Job Description

- 1.1.5 Conducts research and analysis of issues as requested, including preparation of reports, research papers and journal publications recommendations and other materials
- 1.1.6 Provides technical assistance and support when need is identified and/or requested
- 1.1.7 Takes a leadership role in work with partner organizations around key policy issues, primarily but not limited to issues not covered by other research staff members
- 1.1.8 Serves as a leading resource and liaison to local Universities and the Government partner organizations
- 1.1.9 Assists, supports, and encourages others in identifying difficulties, prioritizing tasks, defining goals and producing positive results
- 1.1.10 Analyzes and clearly documents data to make comparisons and draw conclusions
- 1.1.11 Identifies cause and effect relationships to solve complex problems
- 1.1.12 Identifies opportunities to visualize data and/or present analysis creatively to expand potential reach and impact
- 1.1.13 Effectively reviews work of research analysts to probe for data discrepancies, logical inconsistencies or suggest alternatives approaches to analysis
- 1.1.14 Perform other related duties as assigned.

2. GENERAL DUTIES AND RESPONSIBILITIES

The general duties and responsibilities of a Research Director of the University are:

- 2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including University wide activities.
- 2.2 **General Responsibility** to undertake all other duties as directed by the Vice President Research

3. QUALIFICATIONS

- 3.1 Master's degree in Science or Engineering, PhD preferred
- 3.2 At least 5 years' experience in a progressive role in a similar field. Experience in a local/international University will be an added qualification

4. KNOWLEDGE & SKILLS

- 4.1 Familiarity with the Bangladeshi universities and industry community (having knowledge of Bangladesh government)

Brac University (BracU)
Job Description

- 4.2 Understanding/experience in R&D management
- 4.3 Ability to think strategically, remaining focused on goals and objectives
- 4.4 Highly proficient and knowledgeable in the use of current computer software and tools
- 4.5 Ability to multi-task, meet deadlines, persistent and strong organizational skills with problem solving attitude
- 4.6 Strong oral and written communication skills both in Bengali and English
- 4.7 Must be self-motivated, hardworking and flexible regarding work hour
- 4.8 Professional contacts in both the university and having international connections will be an added advantage

5. OTHER DUTIES

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties intentions at the time of the offer of the job and acceptance of the offer.

6. CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature
Employee **Date**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature
Vice President Research **Date**